

REQUIRED APPLICATION MATERIALS—FORMAL REVIEW

*Please provide the following items for the City of Mountain View to review.
Incomplete application packages may not be accepted.*

1. A COMPLETED APPLICATION FORM

One copy of a completed, signed Application for Development Review, including the property owner's signature or letter from property owner authorizing agent signature.

2. WRITTEN PROJECT DESCRIPTION

A summary of the project proposal should include such things as the project proposal, the design concept, the relation to existing conditions on and off the site and existing and proposed uses (hours of operation, number of employees and customers, if applicable). Also, discuss what the existing and proposed uses are and the purpose of the proposed changes, if applicable. A discussion of materials, colors and sustainable aspects and construction methods to be used is also required.

3. PHOTOGRAPHIC DISPLAY

Photographs showing the proposed project site and the relationship of the proposed project to adjacent buildings and to the neighborhood. Photographs are to be provided in color.

4. PLANS/SKETCHES (BOUND AND FOLDED)

Plan Sets:

☐ 3 ☐ 8 ☐ 11 ☐ 15 ____ copies of fully dimensioned plans, measuring 11" x 17".

☐ 3 ☐ 8 ☐ 11 ☐ 15 ____ copies of fully dimensioned plans, measuring 24" x 36".

Plan sets must show the following information:

A. Vicinity Map

- ☐ Small schematic map showing the location of the site within the City (1/2-mile radius)
- ☐ Small schematic map showing transit links and distance to node for TOD projects

B. Project Information: Provide the following project data on the cover sheet or the site plan in addition to submitting project statistics checklist:

- ☐ Zoning
- ☐ APN
- ☐ Lot Area
- ☐ Building Coverage
- ☐ Floor Area Ratio Calculation
- ☐ Required Parking: Total and number of handicap spaces; bike parking
- ☐ Residential Density, if applicable

For residential projects only:

- ☐ Common usable open space area (total area calculated and percentage of site area indicated)
- ☐ Private usable open space area (total balcony and/or private patio areas)
- ☐ Storage areas

C. Site Plan: Accurately dimensioned site plan showing:

- ☐ Scale and Graphic Scale
- ☐ North arrow (orient all sheets in the same directions)
- ☐ Dimensioned property lines
- ☐ Any underlying lot lines
- ☐ Footprint of all buildings and structures on the site
- ☐ Location, configuration and setbacks for all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code

- ☐ Adjacent streets, buildings and uses
- ☐ Openings on adjacent buildings
- ☐ Parking area, driveways and sidewalks
- ☐ Zoning setback lines
- ☐ Site contours
- ☐ Light fixtures, bicycle parking and fences
- ☐ Trash and recycling enclosures (including proposed containers or related equipment). Please identify information on use and indicate interior dimensions of enclosures
- ☐ Improvements in the public right-of-way, including streets, curbs, sidewalks and street trees within 30' of the property
- ☐ Any easements or encumbrances across the property
- ☐ Creeks or waterways on or adjacent to the property—indicate "top of bank"
- ☐ Existing tree location, species, size, drip-line area, including trees located on neighboring property that overhang the project site
- ☐ Location, size, type and status of all existing trees designating Heritage trees

D. Graphic Calculations:

- ☐ Completed Zoning Ordinance Calculation Sheet (commercial/industrial or residential)
- ☐ One set of drawings graphically illustrating all Zoning Ordinance calculations relevant to the application

E. Neighborhood Context: Show project in the context to its surroundings by providing:

- ☐ Streetscape elevations, photographs and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees. The drawing should be three times the width of the site (if site frontage is 50', the context elevation must include 50' on each side of the site)

- ☐ Site plan showing the adjacent streets and buildings

F. Building Study and Elevations: Show existing elevations with details/conditions to remain and proposed changes:

- ☐ Sketches to convey proposed architectural character and massing
- ☐ Neighborhood context sketch with new building shown
- ☐ Elevations of all sides of the buildings (existing and/or proposed)
- ☐ Height limit
- ☐ Grade at top of curb, adjacent grade, FF, plate to roof heights
- ☐ All windows, doors, eaves, skylights, chimneys, rain-water leaders, roof equipment and screens, and other appurtenances on the building exterior
- ☐ Type, finish, material and color of all surfaces
- ☐ All signs and lighting on the proposed building(s)
- ☐ Solar Study: Show how various building exposures are designed to mitigate solar gain (west and south sides) or maximize light penetration into the building (north and east sides)

G. Floor Plans: Submit sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exits, space usage, stairs, elevators, etc.

- ☐ Dimensioned floor plans showing how floor area was calculated
- ☐ Existing floor plans with demolition details/proposed changes
- ☐ Fully dimensioned parking garage plans

H. Roof Plans:

- ☐ Heating, ventilation, air conditioning (HVAC) units shall be shown. Provide unit details, height, distance from parapet or equipment screen

- ☐ HVAC equipment screens location and details
- ☐ Show photovoltaic panels, location and mounting detail(s); provide supporting documentation that adjacent trees will not shade the panels

I. Building Sections:

- ☐ Provide illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave, roof (drawing should be at a minimum 1/2" = 1' scale). Include measurements from adjacent grade and top of curb to plate(s)
- ☐ Provide building site sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basements, underground garages, penthouses (existing and proposed)
- ☐ Provide section(s) at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc. (drawing should be 1' = 10' scale)

J. Schematic Landscape Plan:

- ☐ Three copies of an arborist report for all Heritage trees (impacted by site development)
- ☐ Statement of Design Intent: written statement outlining the concept of the landscape design
- ☐ Statement evaluating proposed landscaping for potential to drain roof or other impervious area runoff to landscape areas
- ☐ Trees and vegetation to be removed, preserved, planted and transplanted (please indicate which trees are Heritage trees)
- ☐ Location, spacing, size, quantities and botanical designations of all existing and proposed trees on-site, and required street planting
- ☐ Trees labeled by number and tagged on-site per ISA standards

- ☐ Summary table identifying botanical designation, DBH and elevation of tree at ground level
- ☐ Show common usable open space and private open space dimensioned
- ☐ Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like feature showing scale, form, materials and colors
- ☐ Existing and proposed site features, including, but not limited to, buildings, walls, paving and grading, etc.
- ☐ Trash enclosures, bicycle enclosures, etc. (must be screened with shrubbery)
- ☐ Plan for site distance at driveways, pedestrian paths as appropriate
- ☐ Location of backflow preventers, electrical utilities, etc.
- ☐ Location of ground-mounted HVAC units
- ☐ Drainage plan to conform with the Storm Water Pollution Prevention Plan (SWPPP)

K. Parking Layout and Circulation:

- ☐ Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces
- ☐ Handicap parking, loading signage
- ☐ Main points of entry and exit and traffic flow
- ☐ Vehicular and pedestrian circulation plan

L. Lighting Plan (may not be required):

- ☐ Photometric drawing, including footcandle numbers
- ☐ Catalog cuts of proposed exterior fixtures

M. **Schematic Details:** Appropriate architectural details to indicate the quality and nature of the design, including:

- ☐ Details showing how adjacent, dissimilar materials connect. Examples include: siding to windows, siding to roofs and parapets, eaves, railings, corners, connections to existing structures
- ☐ Details showing attachments to buildings, when these occur (such as railings and awnings)
- ☐ Details of proposed landscape elements (fences, trellises, trash enclosures, bicycle enclosures, etc.)

N. **Colors and Materials:**

- ☐ Samples of actual colors and materials mounted on 8" x 11" foam board to be retained by the City as part of the permanent file
- ☐ Colored rendering showing accurately how color and materials will be placed on the building

5. Two copies of a **CURRENT PRELIMINARY TITLE REPORT** for projects that involve the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.

6. **SUSTAINABILITY CHECKLIST**

A completed LEED or GreenPoint checklist applicable to your project will be required.

7. A completed **ENVIRONMENTAL INFORMATION FORM**.

8. **THREE-DIMENSIONAL IMAGES**

Massing model, axonometric or perspective drawings from the most visible locations. Three-dimensional images may be physical models, hand drawings or computer-generated.

9. **CONCEPTUAL CIVIL DRAWINGS**, including:

A. **Grading and Drainage Plan** showing the following:

- ☐ Existing and proposed grades from existing City benchmark, including estimated grading quantities
- ☐ Estimate grading quantity (cut and fill calculation)
- ☐ Finish floor and pad elevation
- ☐ Conceptual storm water treatment devices and site design measures to meet C.3 standards
- ☐ The location, pipe sizes, slope, invert and grate elevations of proposed underground storm drain system
- ☐ Hydraulic drainage calculations

B. **Conceptual Utility Plans** showing:

- ☐ Underground utilities (sewer, gas, electric, water)
- ☐ Location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.
- ☐ Overhead utilities, locations of existing joint poles, indicate those to be removed, services placed underground

10. **BELOW-MARKET-RATE PLAN (FOR RESIDENTIAL PROJECTS ONLY)**

Two copies of BMR compliance plan. For ownership units, submit the following: number of total units, sizes, number of bedrooms and bathrooms, sizes of garages and expected sale prices of market-rate units. If BMR units are required, submit information on how these units differ from the market-rate units and their locations. For rental units, submit: total number of rental units, sizes, number of bedrooms and bathrooms, sizes of garages/enclosed parking. Outline the location of the BMR rental units and how these units differ from the market-rate units.

11. **FEE**

Fees are listed on the Application Fee Schedule. A check shall be payable to the City of Mountain View.

12. **PROJECT SIGN REQUIREMENT (see separate handout)**

Please note that staff may require additional information if deemed necessary.

SUPPLEMENTAL APPLICATION MATERIALS

☐ **CONDITIONAL USE PERMIT**

Standard application materials and additional graphic or written information as needed to explain and/or document the particular features of the proposed project which would bear on the application (e.g., detailed description of activities, hours of operation, number of employees, parking demand, etc.).

☐ **PERMIT EXTENSIONS**

Ten copies of a letter explaining why the project was not developed within the allotted time frame and what efforts were made to do so. Twenty copies of the original site plan and elevation drawings, plus one set reduced to 8-1/2" x 11". Application materials must be submitted at least 30 days before the permit expires.

☐ **PLANNED UNIT DEVELOPMENT**

Standard application materials and a full description of the project, stating all areas in conformance, and all exceptions are to be supported with written information as needed to explain and/or document the benefits to the development and the surrounding neighborhood, any proposed land subdivisions, relationship of all structures to any proposed property lines and ownership of all open spaces, common areas, buildings and access ways.

☐ **PLANNED COMMUNITY PERMIT**

Standard application materials and additional graphic or written information as needed to show how the project complies with the precise plan or to demonstrate special features of the proposed development (e.g., building uses, sign programs, etc.).

☐ **DEVELOPMENT REVIEW COMMITTEE (DRC)**
Standard application materials (see reverse).

☐ **SPECIAL DESIGN DISTRICT**

Standard application materials and additional graphic or written information as needed to explain and/or document the particular features of the proposed project which would bear on the application (e.g., noise studies or other mitigation of the characteristics adversely affecting the property).

☐ **TEMPORARY USE PERMITS**

See Temporary Use Permit Application Form.

☐ **VARIANCE**

Standard application materials and additional graphic and written information specifying each variance request with detailed justification, as needed, to explain and/or document the particular features or site circumstances which necessitate or justify the requested variance.

NOTES TO APPLICANTS

Due to the unique characteristics of some applications, Planning staff may require additional information beyond the standard and supplemental application materials listed above. Conversely, some minor applications may require less information. Required application materials may be confirmed by meeting with Planning staff at the Development Services Center from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m., Monday through Friday (Planning staff are not available on Thursday afternoon). The Community Development Department is closed on holidays.

Per California State Law, the City of Mountain View must determine the completeness of all applications within 30 days of submittal. The Zoning Administrator and Development Review Committee (DRC) will not review incomplete applications.

All required application calculations must be completed according to the handout entitled *Zoning Calculations: Methods, Definitions and Clarifications*.